# Revised 031A and 085 PLAS Reporting

**Contract Receipt and Review**
**Supplier Quality Assurance**

**Contents:**

- What is the change/Why are we doing thi
- #1 PLAS Rule: "Charge to the Pro
- "Direct" and "Other Direct" ing
- PLAS screen views
- Process Details

**Effective April 6, 2005!**

**For Help:**

Contact the PLAS Program Office

# PLAS Reporting Change

## Revised PLAS Reporting for Contract Receipt & Review (CRR) and Supplier Quality Assurance (SQA).

- **What's changing?** Instead of a single code for each process, Process Codes 031A and 085 will each have additional, detailed codes to choose from.
- **Why are we doing this?** Added granularity into the components of each process is required to view trends and measure performance of initiatives.
- **When will this happen?** Wednesday, April 6, 2005.

**Granularity Concept:**

| OLD: | NEW: |
|---|---|
| 031A Contract Receipt & Review | = Contract Receipt & Review<br>Electronic Document Workflow<br>Order Issuance |
| 085 Supplier Quality Assurance | = SQA Surveillance (by type)<br>Corrective Action<br>Acceptance |

# #1 PLAS Reporting Rule

## "Charge to the process you are supporting"

**a specific DCMA process should be charged to that process! Typically this includes:**

- **"Direct" Effort:** Actual performance of the process, i.e., producing the products and services we deliver to our customers. Think of it as any effort that directly touches a contract, a contractor, or an external DCMA customer.
- **"Other Direct" Effort:** Work that can be associated with a specific process that is required to enable the production of process products and services to a customer. This includes supervision of direct CRR/SQA activity, analysis and assessment of these functions, policy development and deployment, technica

**For the first time, the revised reporting strategy for both processes will include a specific reportable item for these "Other Direct" process elements.**

**General Concept:**

| OLD: | NEW: |
|---|---|
| Contract Receipt & Review | "Direct" CRR Effort<br>"Other Direct" CRR Effort |
| Supplier Quality Assurance | "Direct" SQA Effort<br>"Other Direct" SQA Effort |

# Bottom Line:

## These are the codes you will be able to select from in PLAS:

**Former 031A Contract Receipt and Review Process**

| PROCESS CODE | TITLE |
|---|---|
| **032*** | Contract Receipt and Review (CRR) |
| **32DA** | **Direct CRR - All Direct CRR Tasks** |
| **32OA** | **"Other Direct" Support to Direct CRR** |
| **033*** | Electronic Document Workflow (EDW) |
| **33DA** | **Direct EDW - All Direct EDW Tasks** |
| **33OA** | **"Other Direct" Support to Direct EDW** |
| **034*** | Order Issuance |
| **34DA** | **Direct Order Issue - All Direct Order Issue Tasks** |
| **34OA** | **"Other Direct" Support to Direct Order Issue** |

**085 Supplier Quality Assurance Process**

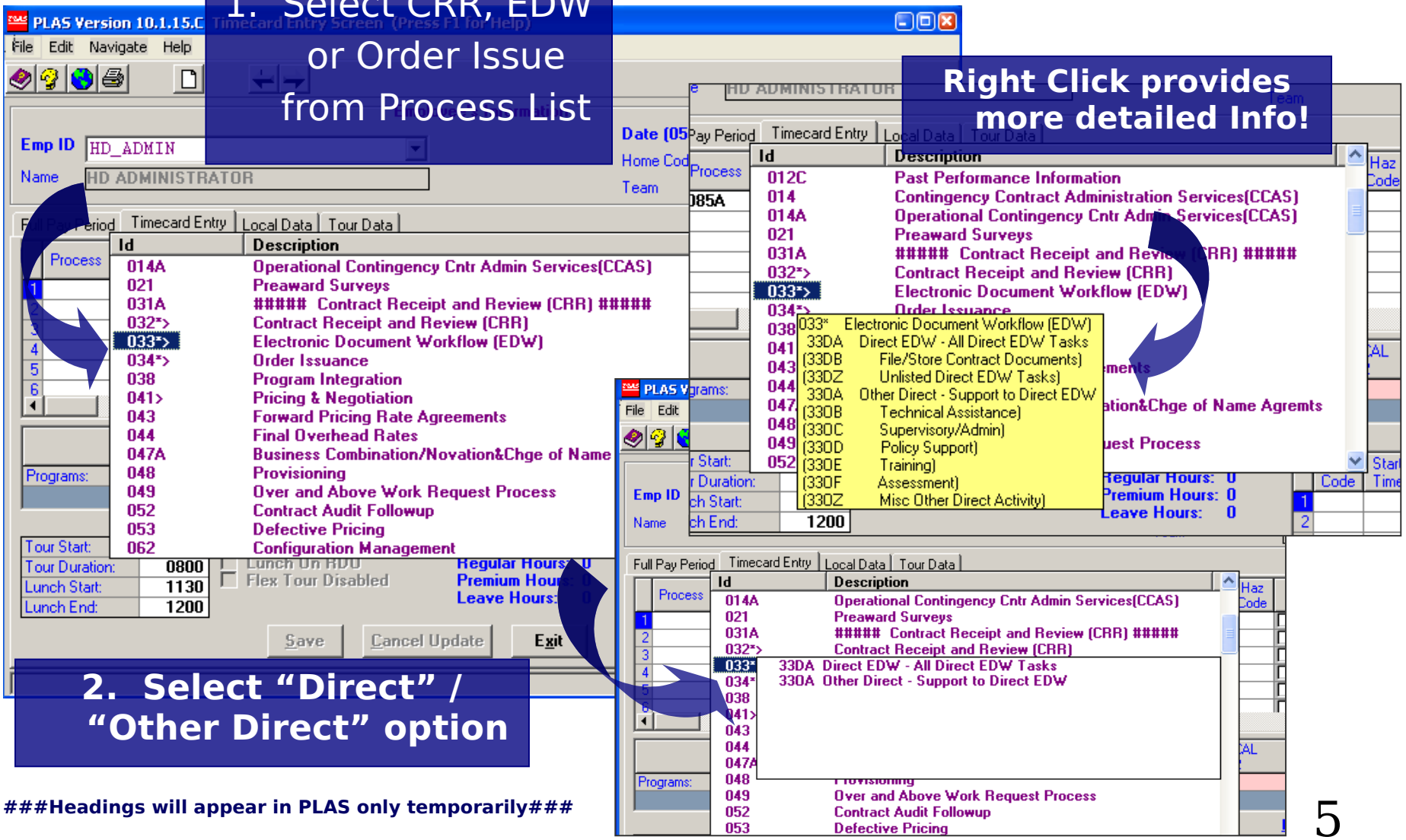
| PROCESS CODE | TITLE |
|---|---|
| 085 | Supplier Quality Assurance Process |
| **085A** | **SQA - Surveillance - Customer Requirements** |
| **085B** | **SQA - Surveillance - Key Processes** |
| **085C** | **SQA - Surveillance - Risk Handling Methods** |
| **085D** | **SQA - Corrective Action** |
| **085E** | **SQA - Acceptance** |
| **085F** | **"Other Direct" SQA - Support to Direct SQA** |

Codes in **BOLD** are selectable!

# PLAS Screens – CRR Reporting

1. Select CRR, EDW or Order Issue from Process List

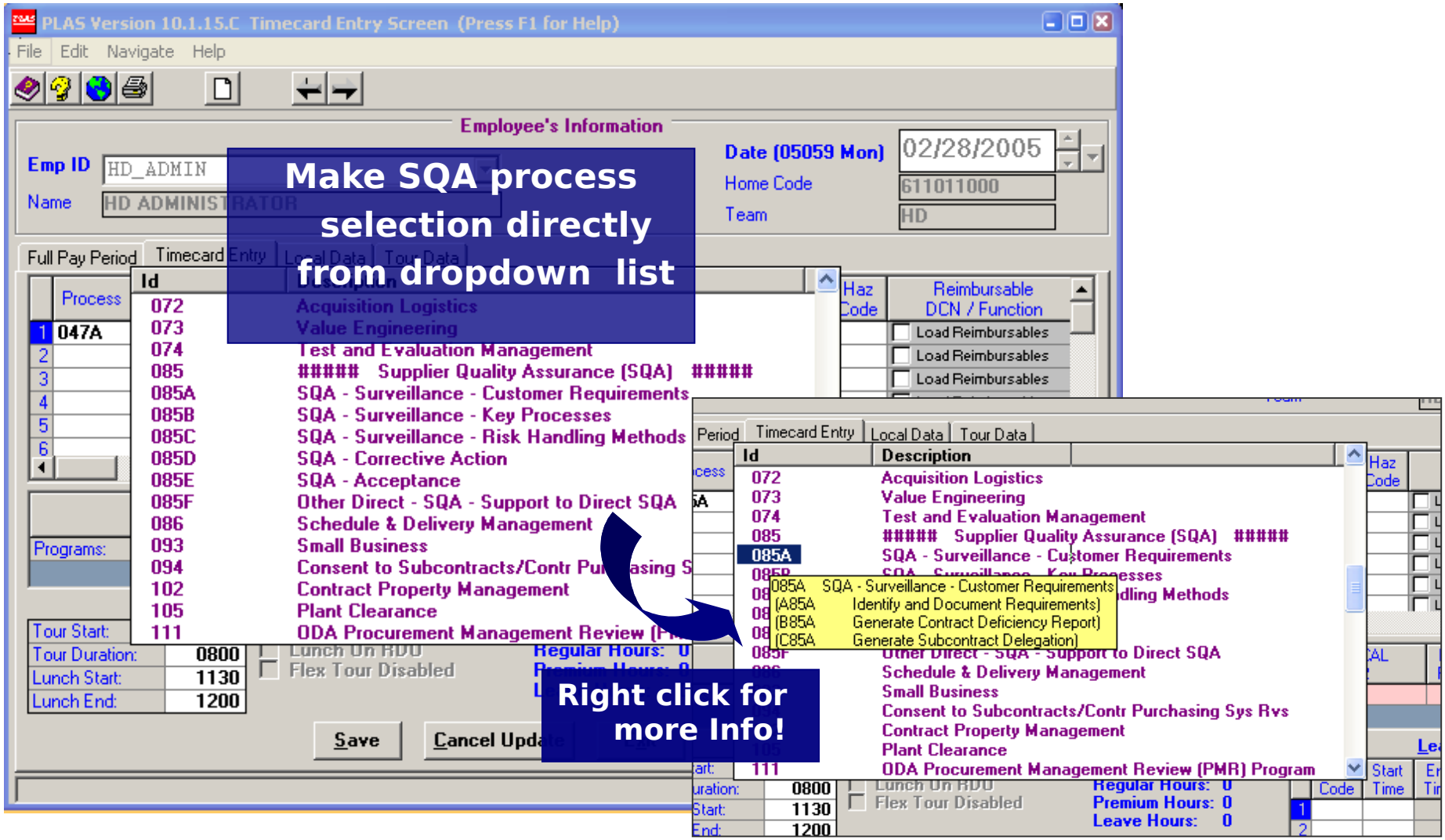
Right Click provides more detailed Info!




2. Select “Direct” / “Other Direct” option

###Headings will appear in PLAS only temporarily###

# PLAS Screens - SQA Reporting


PLAS Version 10.1.15.C Timecard Entry Screen (Press F1 for Help)
File Edit Navigate Help
Employee's Information
Emp ID HD_ADMIN
Name HD ADMINISTRATOR
Date (05059 Mon) 02/28/2005
Home Code 611011000
Team HD
Full Pay Period Timecard Entry Local Data Tour Data
Process
Haz Code
Reimbursable DCN / Function
Load Reimbursables
Id
Description
072 Acquisition Logistics
073 Value Engineering
074 Test and Evaluation Management
085 ##### Supplier Quality Assurance (SQA) #####
085A SQA - Surveillance - Customer Requirements
085B SQA - Surveillance - Key Processes
085C SQA - Surveillance - Risk Handling Methods
085D SQA - Corrective Action
085E SQA - Acceptance
085F Other Direct - SQA - Support to Direct SQA
086 Schedule & Delivery Management
093 Small Business
094 Consent to Subcontracts/Contr Purchasing Sys Rvs
102 Contract Property Management
105 Plant Clearance
111 ODA Procurement Management Review (PMR) Program
Programs:
Tour Start:
Tour Duration: 0800
Lunch Start: 1130
Lunch End: 1200
Lunch On RDO
Flex Tour Disabled
Regular Hours: 0
Premium Hours: 0
Leave Hours: 0
Save
Cancel Update
085A SQA - Surveillance - Customer Requirements
(A85A Identify and Document Requirements)
(B85A Generate Contract Deficiency Report)
(C85A Generate Subcontract Delegation)
Start Time

**Make SQA process selection directly from dropdown list**

**Right click for more Info!**

**###Headings will appear in PLAS only temporarily###**

# Process Detail of 032 - CRR

## Reportable Elements in PLAS:

| | |
|---|---|
| **032*** | **Contract Receipt and Review (CRR)** |
| 32DA | Direct CRR - All Direct CRR Tasks |
| 32OA | "Other Direct" Support to Direct CRR |
| **033*** | **Electronic Document Workflow (EDW)** |
| 33DA | Direct EDW - All Direct EDW Tasks |
| 33OA | "Other Direct" Support to Direct EDW |
| **034*** | **Order Issuance** |
| 34DA | Direct Order Issue - All Direct Order Issue Tasks |
| 34OA | "Other Direct" Support to Direct Order Issue |

**New Contract Receipt & Review Process!**

**Added detail is available below the reportable level for each process - useful for:**

- **Optional local data collection at the "Task" level, and**
- **Viewing the entire process structure for proper PLAS charging!**

## mplete Process Contents & Task Structure:

| | |
|---|---|
| **032*** | **Contract Receipt and Review (CRR)** |
| 32DA | **Direct CRR - All Direct CRR Tasks** |
| 32DB | Data Integrity Review |
| 32DC | Requirements Review |
| 32DD | Post Award Orientation Determination |
| 32DE | General Contract Deficiency Report |
| 32DF | Input New Contract/Mods to MOCAS/SICM |
| 32DZ | Unlisted Direct CRR Tasks |
| 32OA | **Other Direct - Support to Direct CRR** |
| 32OB | Technical Assistance |
| 32OC | Supervisory/Admin |
| 32OD | Policy Support |
| 32OE | Training |
| 32OF | Assessment |
| 32OZ | Misc Other Direct Activity |

# Process Detail of 033 – EDW

## Reportable Elements in PLAS:

| | |
|---|---|
| **032*** | **Contract Receipt and Review (CRR)** |
| 32DA | Direct CRR - All Direct CRR Tasks |
| 32OA | "Other Direct" Support to Direct CRR |
| **033*** | **Electronic Document Workflow (EDW)** |
| 33DA | Direct EDW - All Direct EDW Tasks |
| 33OA | "Other Direct" Support to Direct EDW |
| **034*** | **Order Issuance** |
| 34DA | Direct Order Issue - All Direct Order Issue Tasks |
| 34OA | "Other Direct" Support to Direct Order Issue |

## New Electronic Document Workflow Process!

## mplete Process Contents & Task Structure:

| | |
|---|---|
| **033*** | **Electronic Document Workflow (EDW)** |
| 33DA | **Direct EDW - All Direct EDW Tasks** |
| 33DB | File/Store Contract Documents |
| 33DZ | Unlisted Direct EDW Tasks |
| 33OA | **Other Direct - Support to Direct EDW** |
| 33OB | Technical Assistance |
| 33OC | Supervisory/Admin |
| 33OD | Policy Support |
| 33OE | Training |
| 33OF | Assessment |
| 33OZ | Misc Other Direct Activity |

**Added detail is available below the reportable level for each process - useful for:**

- **Optional local data collection at the "Task" level, and**
- **Viewing the entire process structure for proper PLAS charging!**

# Process Detail of 034 – Order Issue

## Reportable Elements in PLAS:

| | |
|---|---|
| **032*** | **Contract Receipt and Review (CRR)** |
| 32DA | Direct CRR - All Direct CRR Tasks |
| 32OA | "Other Direct" Support to Direct CRR |
| **033*** | **Electronic Document Workflow (EDW)** |
| 33DA | Direct EDW - All Direct EDW Tasks |
| 33OA | "Other Direct" Support to Direct EDW |
| **034*** | **Order Issuance** |
| 34DA | Direct Order Issue - All Direct Order Issue Tasks |
| 34OA | "Other Direct" Support to Direct Order Issue |

**New Order Issuance Process!**

**Added detail is available below the reportable level for each process - useful for:**

- **Optional local data collection at the "Task" level, and**
- **Viewing the entire process structure for proper PLAS charging!**

## mplete Process Contents & Task Structure:

| | |
|---|---|
| **034*** | **Order Issuance** |
| 34DA | **Direct Order Issue - All Direct Order Issue Tasks** |
| 34DB | Review Delegation of Authority |
| 34DC | Refer Rejected Delegation for Higher Review |
| 34DD | Accept Delegation of Authority |
| 34DE | Issue Order |
| 34DF | Perform Synopsis Actions |
| 34DZ | Unlisted Direct Order Issuance Tasks |
| 34OA | **Other Direct - Support to Direct Order Issue** |
| 34OB | Technical Assistance |
| 34OC | Supervisory/Admin |
| 34OD | Policy Support |
| 34OE | Training |
| 34OF | Assessment |
| 34OZ | Misc Other Direct Activity |

# Process Detail of 085 – SQA

## Reportable Elements in PLAS: Complete Process Contents & Task Structure:

| 085 | Supplier Quality Assurance Process |
|---|---|
| 085A | SQA - Surveillance - Customer Requirements |
| 085B | SQA - Surveillance - Key Processes |
| 085C | SQA - Surveillance - Risk Handling Methods |
| 085D | SQA - Corrective Action |
| 085E | SQA - Acceptance |
| 085F | "Other Direct" SQA - Support to Direct SQA |

**Added detail is available below the reportable level for each process - useful for:**

- **Optional local data collection at the "Task" level, and**
- **Viewing the entire process structure for proper PLAS charging!**

| 085 | Supplier Quality Assurance Process |
|---|---|
| **085A** | **SQA - Surveillance - Customer Requirements** |
| A85A | Identify and Document Requirements |
| B85A | Generate Contract Deficiency Report |
| C85A | Generate Subcontract Delegation |
| **085B** | **SQA - Surveillance - Key Processes** |
| A85B | Identify and Document Key Processes |
| B85B | Generate Risk Assessment and Rating |
| **085C** | **SQA - Surveillance - Risk Handling Methods** |
| A85C | Identify and Document Handling Methodes |
| B85C | Quality Systems Evaluation |
| C85C | Quality Audit |
| D85C | Process Proofing |
| E85C | Product Audit |
| F85C | Data Analysis |
| **085D** | **SQA - Corrective Action** |
| A85D | Initiate/Document/Follow-up Corrective Action |
| **085E** | **SQA - Acceptance** |
| A85E | Execute DD Form 250 |
| B85E | Execute Other Acceptance Documents |
| C85E | Input/Administer Acceptance Documents |
| **085F** | **Other Direct - SQA - Support to Direct SQA** |
| A85F | Technical Assistance |
| B85F | Supervisory/Administration |
| C85F | Policy Support |
| D85F | Training |
| E85F | Assessment |
| F85F | Misc Other Direct 085 Activity |

# Questions?

**Questions regarding PLAS Charging and code definitions contact the PLAS Help Desk:**

- **Telephone: 1-866-PLASINFO (1-866-752-7463)**
- **Email: PLASHELP (PLASHELP@DCMA.MIL)**

**Technical support regarding local Task Collection relating to these or any other PLAS Pr**

**PLAS Reporting Tip!** Should PLAS users at your CMO report they do **not** see the new codes right away on April 6th, suggest that they "clear" their Cache of stored codes. From the PLAS Main Menu, select "User Setup", then "Cache and Trace Settings", and click on the "Clear Cache Now" button. The next time they log into PLAS, the new codes will be refreshed!